

**District Board Meeting
September 13, 2010
3:00 PM**



Minutes

The meeting location is assessable to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Library Director at (541) 475-3351.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	<p>Meeting called to order at 3:00 p.m.</p> <p>Present: Stovall, Hillis, Goodwin, Vollmer, Terry, Beesley, Goodman, and Forman</p>	
2. Public Comment	No public comment	
3. Approve minutes	<p>Hillis moved to approve minutes from 08/09/10 board meeting as well as minutes from the work sessions of 08/23/10, 8/30/10, 09/03/10, and 09/07/10.</p> <p>Goodwin seconded.</p> <p>Motion carried.</p>	
4. Additions to the agenda	None.	
5. Budget presentation	<p>Mick Knobel was introduced and explained, for the benefit of the new board members, how the budget monitoring works.</p> <p>Knobel pointed out that the library has come a long way. When he first started doing the library accounting, there was an interim director and they penciled things out in just 2 hours on paper. Now the budgeting and accounting is much more comprehensive.</p> <p>Knobel distributed a balance sheet. He pointed out that July 1 through Nov 15 is in a period before the library gets its property tax dollars. The library has 13 months of cash as a buffer. There has been a surplus each year since Mick began working with the library. In just three years, \$126,000 has been accumulated toward a building fund. The library has done an excellent job of managing the public funds.</p> <p>When asked, Knobel explained that the library is limited in how much it can put into the building fund depending on (1) how much surplus there is and (2) how much is budgeted toward it.</p> <p>Line 1026 is Meyer grant money. The Meyer grant is specifically earmarked for certain things; in other words,</p>	

it is a restricted fund. This grant covenant stipulates that the money be spent on Warm Springs. The negative sign by the Meyer Memorial Trust money indicates we have NOT spent that money yet.

Payroll goes out every month. The director's salary should be fixed. There is some flexibility with, say, library aides' wages. At the end of the year, it should be balanced although it will fluctuate by month and season. Employee benefits are paid quarterly so it will go up and down depending whether a quarterly payment has been paid in that month or not.

The Building improvement fund should be the same as the building fund on the front page. The figures are different from one another because of interest, but that will resolve itself at the end of the year.

Equity is surplus money saved up over the history of the library.

The board members primarily need to look at the front page. Then there's the balance statement. The Income statement is the most important for the board to examine. Look at the percentages and how close it matches what numbers should be.

According to the last page, it would appear that we've lost money. But no property tax has come in yet. Look at Mick's e-mail blurbs to know what's important to pay attention to. When Mick e-mails his monthly report, feel free to ask questions to better understand how to interpret the data.

There are some exceptions to a monthly match up. Property tax will not come in until November and Ready to Read money, for example, does not come in until December.

Knobel pointed out that the major categories of (1) Payroll, (2) Materials and Services, and (3) Capital Outlay are important to look at.

Copier expenses are under-budgeted.

We have no control over the collection agency numbers.

Page 3 indicates that electric costs are high, but costs have gone up so we may end up over budget since winter is still coming.

The Warm Springs project is not part of our budget. We

	<p>are not paying for that even though the money will come through us to them and, hence, the numbers will appear in our budget paperwork.</p> <p>In the case of unexpected expenses, such as the sudden failure of the annex furnace, the library director contacts the board on any expense over \$500. Knobel explained that a supplemental budget <i>could</i> be drawn up if there is a major change in the original budget, but it would have to be published and would entail about as much work as drawing up the original budget and, so far, there has been no need to do this. Contingency funds have been sufficient to cover emergency expenses.</p> <p>Beesley and Knobel usually consult with the auditor if they are unsure how to solve a budgeting difficulty. The auditor is eager to help them remain in compliance.</p> <p>Looking at previous budgets helps when making or evaluating a new budget, considering rates of yearly increase and so forth.</p> <p>It's a balancing act and need to have some cushion for things like aide wages.</p> <p>If a grant is applied for and received, but was not anticipated in the budget, it won't be reflected until next year's budget.</p> <p>Knobel will also come to a future budget committee meeting to go over the budget monitoring process.</p>	

UNFINISHED BUSINESS		
1. Internet Broadband	<p>Beesley and Hryciw met with representatives from Bend Broadband. Their company has received stimulus money to install the infrastructure (fiber optics) for better internet service. The Library will have the opportunity to purchase (for \$85 per month) 25 times the band width that we currently get free from Crestview Cable. The upgrade will take 18 months to complete.</p>	
2. Director Search/work session review	<p>Everything went very smoothly in the search for a new director. Board worked well together. An agreement to accept the position was signed immediately by Chavez when it was offered to him.</p> <p>Beesley has done a marvelous job and we'll miss her.</p> <p>Beesley asked about the new director's Health Savings Account money for the remainder of the year (until</p>	<p>Beesley will add presentation by Shannon from Western Insurance</p> <p>Moving costs for Chavez need to be ironed out.</p>

	<p>December) and whether any additional money should be put into Chavez' HSA in case he needs medical funds to cover the his deductible for this calendar year. <i>(It was explained to the new board members that it is budgeted to give every full-time employee who gets health benefits \$3000 in their health savings account to cover their deductibles. Library donations to employee HSA's start January 1. The money put into the employees' HSA is not taxed. If an employee doesn't spend it, it accumulates in the employee's account. If the employee quits, it goes with the employee.)</i> It was decided that the board would hold an emergency meeting if they needed to give Chavez money to cover the deductible should he have medical needs before January 1st. The final quarterly payment into the director's HSA will go to Chavez in any case.</p> <p>Chavez' moving costs will need to be discussed.</p> <p>Beesley will have Jan create a JCLD e-mail account for Chavez.</p>	<p>Make a copy of his contract for everyone.</p> <p>Beesley will contact Jan to create a JCLD e-mail account for Chavez.</p>
3. Donations process	<p>Sally made a donations excel spreadsheet showing how much was donated to the library, from whom, what it was earmarked for, and indicating whether a thank you was sent. The director will be in charge of the spread sheet. Copies will be sent to the Board quarterly.</p> <p>It was suggested that the donation amount be published in the paper in December to remind charitable givers that there is still time to donate before the end of the tax year.</p> <p>It had come to the board's attention that a donation made in memory of Bill Hill was never followed by a thank you from the library.</p> <p>The Director will be in charge of making sure every thank you does get sent. (It is Hryciw's job to write and mail out thank you notes.)</p>	Beesley will bring the spreadsheet to the next meeting and present it to the Board.
4. Organizational chart with committees	Patrick will create and present this chart next month.	Goodman will finish organizational chart

NEW BUSINESS		
Linkage Policy		
1. Monitor - Accountability of the Library Director	Pg. 28 board agrees that they are in compliance.	
2. Global Board-Library	Pg. 26 board agrees that they are in compliance.	

Director Linkage	Hillis pointed out that Beesley needs to explain to Chavez the process.	
2. Financials	It was decided that Knobel had covered everything earlier in the meeting.	
Governance		
1. Director's report	<p>Stovall liked the fact that there had been customer service training sessions.</p> <p>Goodman explained the new Books for Babies program that he'd launched on the inspiration of the early literacy training that he, Marrero, and Forman had received earlier in the year. The free give-away bags require the new parent to come to the library and, if they do not already have one, to sign up for a library card. Each bag contains two early literacy pamphlets (one of which Goodman designed), a list produced by community member, Jill Plant, of the things for parents to make sure their kids know before they start school, a list of library story-times, three multisensory, bilingual books (<i>My First Spanish Word Book</i>, <i>That's Not My Monkey</i>, and <i>The Three Little Pigs</i>), and Alphabet Flash cards. Posters in English and Spanish to put around town to advertise the new program. Hillis pointed out that the hospital gives out a new parent packet and that it would be good to contact the hospital to include information about the Books for Babies program.</p>	
2. Monitor – Results Policy draft	<p>The question was put forth: Is there a way to know how people in outlying areas are accessing our services? Could there be a figure showing the ratio of population in a particular area in line with how much that population accesses the library. It was noted that outlying areas are being served by visits and drop boxes from the Traveling Storyteller</p> <p>Our report says things like, "it may possibly be that..." It would be good to better understand the actual cause for library use trends. Surveys, like Deschutes puts out, could provide a window into what patrons are thinking.</p> <p>Circulation is up. Attendance is up at programs and is higher than in the comparison libraries.</p> <p>Much of the nonfiction was weeded. Nonfiction has to be kept current and nonfiction is more expensive than fiction. The price of books has gone up. Hall and Goodman, who are in charge of adult and children's acquisitions, respectively, didn't buy as many books this last year, but spent the same amount.</p> <p>The Circulation stats refer to number of materials checked out.</p> <p>A question was posed regarding the website hosting provided by Ochoco at \$200 for the lease of computer memory space: Can we lease that space without Ochoco's assistance? Beesley</p>	Beesley will add community information to report

	explained that we are working on setting up website through State Library which is free. Transfer of website content to new site is being done.	

Q&A		all
Agenda building	<p>Welcome for Chavez; goodbye and thank you to Beesley.</p> <p>Beesley will present donations spreadsheet.</p> <p>Goodman will add all the programs, regular and special, and committees to organization chart.</p> <p>Plan a get-together to welcome Gil and introduce him to the community. (Coffee cuppers will meet on the 22nd. There's also business after hours, Rotary. and Kiwanis.)</p> <p>Talk about Gil's salary and benefits related to the budget. Gil will get to Madras Oct. 15th.</p>	<p>All</p> <p>Beesley</p> <p>Goodman</p> <p>All</p> <p>All</p>
Board training	Need to contact Margo to schedule a work session when Chavez is here, probably sometime in first two weeks of November, maybe between the 10 th and the 14 th .	Beesley will contact Helphand to set date.
Future Facility	Leave on agenda building	
Adjournment	The meeting was adjourned at 4:45 p.m.	Stovall

October board meeting: 10/11/10 at 3:00 p.m.

Respectfully submitted,
Lorene Forman
 9/17/10

Director's Report September 2010

1. **Internet Broadband.** Dion Hryciw and I met with Frank Miller of Bend Broadband on August 31. He is planning to have meetings in the near future to explain the scope of the project. I will keep the board informed on that meeting.
2. **Facilities.** I met with Ted Viramonte and Rick Treleaven of Best Care Treatment Services. They are still interested in pursuing the idea of purchasing the current library facility. I got a "ballpark figure from Mike Ahern as to the value of the building. His estimate was \$650,000. Best Care is interested in purchasing our building as a place to move into in 2.5 years when their current lease is up.
3. **College Intern.** Thanks to a grant from SDAO we have a college intern that started this month and will be with us until December. The intern is Julie Altig who has worked at the library before. She is developing our DVD

collection, weeding the children's library, working on subject headings in the adult library and helping at the front desk.

4. **Program/Outreach.** The Community Read Committee met and has several ideas for next year's book. Members of the committee are reviewing these books and making recommendations. The Film Committee had their annual Screen on the Green. About 300 people attended and it was a big success. We also had the program "From Cheyenne to Pendleton" with 20 people attending. The first writers group met on August 11. There were 8 people there and several others have enquired. We have a few items from the Madras Centennial for sale at the library.
5. **Staff.** The staff took a tour of the building to see where shut off valves, fire extinguisher and other safety/emergency items are located. We also had two customer service training sessions presented by SCORE. They were well presented and received.
6. **New Website and Logo.** We've started using our new logo for some promotional items and documents. The new website is still under construction. There have been a few problems with the state library's hosting site that has slowed it down. There is no estimate at the current time as to when it will be ready, but hopefully by the next board meeting. I will keep you posted.

Spanish Services Report Yirah Marrero

August was a busy but great month!. Spanish story time attendance was very good (20-25 kids/15 adults). We had many Latinos coming to our kids programs, check-out library materials and use the computers.

I placed a few books, DVD/Cds and magazines orders for the Spanish collection.

On August 4th & 11th the staff had a Customer Service training (S.C.O.R.E) which was informative and helpful. Their goal is to develop organizational effectiveness and improve patron and employer satisfaction. I personally enjoyed it very much and I am trying to put into practice some of the great suggestions, so I can better serve our community.

On the 23rd and 30th I participated on the interview panel to hire a Director. It has been a great experience being part of this process. So far we've had great candidates!. I'm looking forward to the final result but I'm sad to let go of our present Director.

Youth Services Report

- Books for Babies creation, ordering, processing, and marketing
- Y and J weed
 - o Resource sharing with High School library (over 400 weeded books)
- Y and J shelf shift
- Massive new acquisitions project
- Monthly dusting and Shelf reading
- New non-fiction display- Science and science projects
- 2 new quick picks display: Environmental Awareness and Latin America
- Began creating new major display on bats and building bat houses
- Second Saturday Games Day
- Weekly story-time
- Monthly events calendar creation
- New volunteer training

Volunteer program oversight